

Show Info

Booth Design

- EAC
- Guidelines
- Booth Integrity
- Engineering Certification

Move in & Move out

- Move-in info
- Move-in schedule
- Last Minute Move-in
- Freight Handling
- Empty Containers
- Clean Floor Policy
- Move-out info
- Targeted Empty Return

Shipping

- Using the official freight forwarder
- Not using the official freight forwarder
- Advanced Warehouse
- Direct to the show
- Outbound

Order Equipment & Services

- Booth Decoration
- Tech Rentals / A/V
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- Insurance
- Facility Services
- F&B
- Lead Retrieval
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Rules & Regulation

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Exhibitor Service Kit

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Schedule at a Glance

JUNE/19	JUNE/20	JUN/21	JUN/22
MOVE-IN	MOVE-IN	SHOW DAY	SHOW DAY
Decorator Move-in 08:00 – 18:00	Exhibitor Move-in 08:00 – 18:00 <i>Check your move-in schedule</i>	Last-Minute Move-in 08:00 – 10:00 <i>Hand-carry only</i>	Registration 08:00 – 15:00 <i>Badges are mandatory</i>
	Registration 12:00 – 16:00 <i>Don't forget to pick up your badge</i>	Registration 08:00 – 17:00 <i>Badges are mandatory</i>	Show Hours 10:00 – 16:00
		Show Hours 10:00 – 17:00	Move-out 16:30 – 22:00
		Networking Socials 14:00 – 16:00	Forced freight 23:00
			Industry Party 18:00 – 21:00 <i>Martini Bar</i>

Subject to changes

Hotel Information

ACPS 2017 recommends the Delta Hotels by Marriott St. John's Conference Centre
<http://www.marriott.com/hotels/travel/yytds-delta-hotels-st-johns-conference-centre/>

Airport Access

[St. John's International Airport](#) (YYT) is an international airport located 3 nautical miles northwest of St. John's, Newfoundland & Labrador that serves the St. John's Metro Area and the Avalon Peninsula. The Airport is only 10 minutes by taxi or car rental from the city centre.

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Checklist of Deadlines and Services

Event Management has put together a checklist of important deadlines and services to facilitate your show planning. Please make sure you download it and don't miss any deadline or discounts due to advanced deadlines to place orders.

 CHECKLIST OF DEADLINES & SERVICES			
<p>This checklist has been designed to aid you in keeping track of all deadlines for ordering services and returning forms on time. Check each item off the list below to ensure you haven't overlooked anything. Last minute or on-site orders are subject to an increased charge. Order forms are located under Equipment & Services Order Forms. Reminder! Orders for various services need to be forwarded direct to the individual suppliers concerned. Please refer to each specific form for return instructions.</p>			
✓	SERVICE	DETAILS	DEADLINE
Upon booking your space			
	Read the exhibitor marketing toolkit	Contact Nesma Alshawwa (NesmaAlshawwa@dmgevents.com) if you have not received your login details	Immediately
	Check your email for your Exhibitor Zone login & password	Login to Exhibitor Zone	Immediately
	Complete your company's web profile	Contact Stephen Furze (stephenfurze@dmgevents.com)	Immediately
	Book sponsorship		Immediately
	Book booth staff hotel reservations (if required)		Immediately
	Organize shipping of booth materials & advance receiving warehouse requirements (30 day storage)	Check Shipping page in the Exhibitor Service Kit	See shipping info
March			
	Arrange final booth payment	Contact Emma Deslippe (emmadeslippe@dmgevents.com)	17-Mar-17
May			
	Complete indoor move-in requirements questionnaire	Form available on page 14 of the Exhibitor Service Kit. Email to Cintia Lutz (cintialutz@dmgevents.com)	12-May-17
	Provide booth information to dmgevents (if required): - booth design - engineering certificate for special booth structures	Email to Cintia Lutz (cintialutz@dmgevents.com)	12-May-17
	Send EAC form, if applicable	Form available on page 7 of the Exhibitor Service Kit. Email to Cintia Lutz (cintialutz@dmgevents.com)	12-May-17
	Lead retrieval rentals (show visitor tracking)	Check Lead Retrieval page in the Exhibitor Service Kit	15-May-17
	Complete your company's event guide listing	Login to Exhibitor Zone. Contact Nesma Alshawwa (NesmaAlshawwa@dmgevents.com) if you have not received your login details	17-May-17
	Book advertising in official event guide	Contact: Hubert Hutton Publisher, Atlantic Business Magazine / Atlantic Canada Petroleum Show Event Guide 709.726.9300 ext. 226 hhutton@atlanticbusinessmagazine.com	19-May-17
	Order additional booth services: - custom graphics & signage - sign & banner hanging - furnishings & equipment - plants & greenery - hardwall displays - booth cleaning - special materials handling - electrical & lighting services - labour service	Check "Order Equipment & Services" section in the Exhibitor Service Kit	25-May-17
June			
	Register booth personnel	Login to Exhibitor Zone. Need help with Exhibitor Zone? Email to Nesma Alshawwa (NesmaAlshawwa@dmgevents.com)	07-Jun-17
	Order computer rentals & audio visual equipment	Check "Order Equipment & Services" section in the Exhibitor Service Kit	07-Jun-17
	Hire temp staff for your booth	Check "Order Equipment & Services" section in the Exhibitor Service Kit	07-Jun-17
	Order booth services from venue: - food & beverage service - in-booth security - rigging	Check "Order Equipment & Services" section in the Exhibitor Service Kit	09-Jun-17

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General Information

Event Management

Atlantic Canada Petroleum Show is managed and produced by:
dmg :: events
302, 1333 – 8 Street SW - Calgary, Alberta, Canada T2R 1M6
Tel: +1 (403) 209-3555 / Fax: +1 (403) 245-8649

Atlantic Canada Petroleum Show is taking place at:

Mile One Centre
50 New Gower Street - St. John's, Newfoundland - A1C 1J3

Show Information

Back wall height: 8'
Side wall height: 3'

Colour Scheme:

Red Aisle Carpet / Charcoal Booth Carpet, where applicable

Building Information

The following height and weight restrictions apply:

Ceiling Height: 45'
Loading Doors: 12' 6" W X 16' H
Floor Load Limit: 500 lbs/sq. ft.

If your exhibit exceeds these limits, please contact Cintia Lutz immediately at cintialutz@dmgevents.com

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Mandatory Booth Design Submissions

All exhibitors with a booth space of 36m² (400ft²) or larger are required to submit a booth design to Event Management for approval 6 weeks prior to move in of the Show (**May 12, 2017**). A booth design may consist of either a rendering or a scaled drawing with dimensions. Please ensure your booth design follows all regulations outlined in the Rules section.

Please note that Event Management will only provide 1 (one) standard power outlet per booth. If you require more than that please make the necessary arrangements. More information on the “Order Equipment & Services” section.

Show Management **MUST** receive all equipment specification, even if they under the regulations here listed. The specifications must include at least: size, weight and transportation information.

Please submit your booth design to:

Event Management

Cintia Lutz

cintialutz@dmgevents.com

+1(403)984-5443

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Exhibitor Appointed Contractors (EAC)

Exhibitors using the services of display firms/ independent contractors must submit an EAC Approval Request form to Event Management by **May 12, 2017**. All EAC's must also provide Event Management with a current insurance certificate, which includes general liability coverage (minimum \$2,000,000), injury and property damage coverage, and workers' compensation insurance. The EAC agrees to abide by all rules and regulations of the building, Event Management, and Show rules and regulations.

There are two (2) ways to arrange the required insurance:

OPTION 1: SINGLE EVENT INSURANCE

Purchase insurance through dmg::events. The coverage is from ExhibitorInsurance.com, a convenient insurance program for exhibitors. If you have any questions please contact your sales representative at dmg::events.

OPTION 2: USE YOUR OWN INSURANCE

Contact your insurance representative to confirm your liability insurance coverage meets the above requirements and request a Certificate of Insurance with the following requirements below:

dmg :: events (Canada) Inc. and **Mile One Centre** listed as an additional insured.

Dates of the show: **ACPS17 – April 19 – 23, 2017** (includes move in and out dates)

Comprehensive General Liability of \$2,000,000

Bodily Injury and Property Damage Liability subject to a maximum \$1,000 Deductible.

Products and Completed Operations Liability

Contingent Employers Liability

Broad form Property Damage

Cross Liability clause

Severability of Interest Clause

CERTIFICATE HOLDER:

dmg :: events (Canada) Inc.

302, 1333 - 8 Street SW

Calgary ▪ Alberta ▪ Canada ▪ T2R 1M6

Your understanding and compliance with this requirement, is greatly appreciated and we thank you for your effort in ensuring the well being of everyone.

Please send the Certificate of Insurance to Show Management by **May 12, 2017**.

Contact

Cintia Lutz

Tel: +1 (403) 984-5443

cintialutz@dmgevents.com

[DOWNLOAD FORM](#)

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Booth Design Guidelines

What exactly can my booth look like?

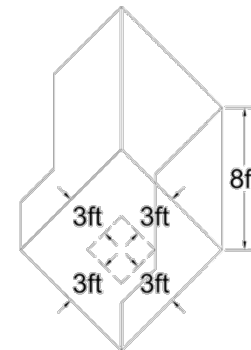
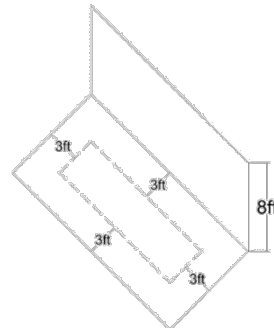
Event Management has guidelines in place to ensure that every exhibitor has an equal opportunity to display their products and/or services. Please take the time to ensure that your display meets these regulations to prevent unnecessary work on-site. Any questions should be directed to Event Management immediately at cintialutz@dmgevents.com.

Indoor spaces includes: Floor space, standard booth carpet, draped display booth, basic onsite materials handling to booth (up to 5000 lbs., except for specialty work), crate storage during the show and 24-hour roaming security.

Pricing does not include: Shipping, electrical, parking, internet, banner hanging, additional booth furnishings and accessories, or registration for the Conference.

Guidelines:

- All back walls that face another exhibitor cannot be higher than 8ft. Any object higher than 8ft must be at least 3ft away from the booth perimeter. Equipment higher than 8' are allowed as long as they are at least 3' away from the booth perimeter and respect ceiling limitations.
- Any wall shared with other exhibitor can only have graphics that face inside your own booth.
- Any structure exceeding 8' in height must be approved by show management and if required the proper engineering certificate must be submitted for marshal approval.



continues...

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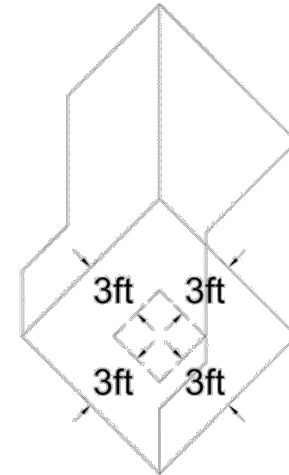
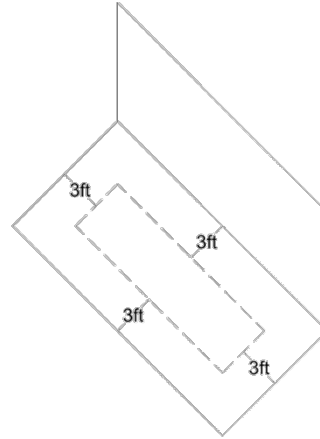
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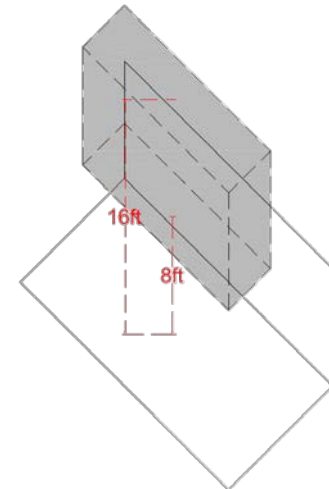
- Fire Regulation
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Hanging material and signage:

- No hand written signage will be allowed.
- Any hanging object must be 3ft away from the booth perimeter



- Minimum height from bottom of the sign to the floor: 8ft



- Maximum height from top of the sign to the floor: 16ft

- Even if hanging material follows regulation, Mile One Centre has the final word to about what can be hung due to booth location.

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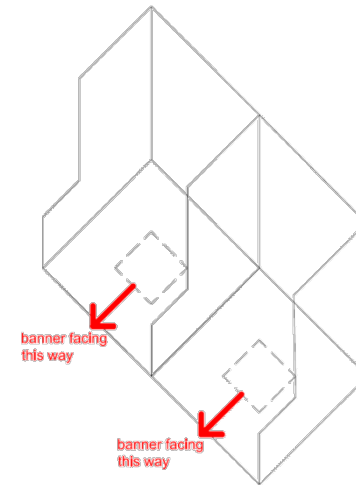
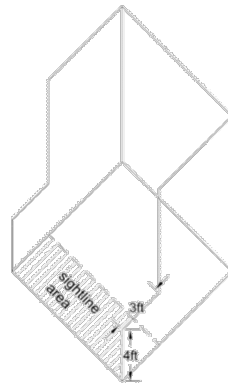
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Specific regulations for booth types:

-In-line booths:

- Side walls shared with another exhibitor must have at least 3ft from the aisle with panels or objects no higher than 4ft.
- In-line booth can only hang banners with graphics facing the aisle



- Island booths:

- Walls can be up to 16ft (where ceiling permits) but cannot exceed 10ft in width.

***Exceptions to this rules may be permitted with prior written approval from Show Management. ***

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Structural Integrity

All exhibit fixtures, especially portable or “pop-up” booths, must be erected in a manner to withstand normal contact or vibration due to outside forces such as wind, the movement of forklifts, heavy machinery or equipment and unintentional contact on the part of cleaners, laborers or neighboring exhibitors. **Exhibitors using curved pop-up backdrop/displays are required to provide masking drape at their expense if the curvature exposes more than 3 feet of the back scaffolding.**

Sightlines

All exhibitors are equal, regardless of booth size and should be given equal opportunity, within reason, to present their product in the most effective manner to the audience. Therefore, all exhibitors shall abide by sightline guidelines to ensure their neighbors’ visibility from the aisle, and vice versa.

The limitation on the height of equipment is 45’ (ceiling height). All equipment must be self-supporting and free standing and does not impose into other exhibitor space. There are restrictions with respect to wall height as described in the following section.

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Engineering Certification

Booth structures such as towers and columns that exceed 12 feet (3.66M) in height (excluding hanging signs) or two-story exhibits (any height), regardless of whether people will occupy the area or not, will require engineering certification verifying the structural integrity of the exhibit. Acceptable certification is in the form of a certified structural engineer's stamp or seal directly on your set of blueprints for the exhibit. This certification must be **submitted by May 12, 2017** to Cintia Lutz with Event Management at cintialutz@dmgevents.com.

Failure to obtain and have available the required documentation could delay or prevent construction of your exhibit. Signs must be posted indicating the number of people the structure will accommodate. This policy has been established to ensure the safety of exhibitors and visitors at the Show.

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Work Site Safety Code

During move-in and move-out of the Atlantic Canada Petroleum Show, the exhibition floor is considered to be a “work-site environment”. Therefore, all contractors and/or exhibiting companies working within the environment must adhere to all of the legislation contained within the Occupational Health & Safety Code of Government of Newfoundland and Labrador.

On a daily basis, contractors and/or exhibiting companies are each expected to properly assess any hazard(s) to their workers and ensure that all staff are wearing the appropriate personal protective equipment at all times. Please note that Occupational Health & Safety Officers will be onsite to identify violations and enforce the legislations.

In advance of the show, please ensure that your company’s on-site representatives and staff are familiar with the safety code, particularly regarding personal protective equipment. Refer to the Occupational Health & Safety Code, which can be read at <http://www.gs.gov.nl.ca/ohs/>

Tipping/Gratuities

Work rules prohibit the solicitation and/or acceptance of tips by any of our employees. Employees are paid hourly wages according to their profession and tipping is not allowed.

Fire Exits

During move-in, exhibition hours and move-out, displays or exhibits must never interfere in any way with access to any required exit, block access to firefighting equipment or interfere with the normal operations of automatic extinguishing equipment.

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Materials Handling

Global Convention Services is the official materials handling contractor and will be located at the loading door providing the following services:

Freight handling & inquiries

Scheduling

Forklifts

Inbound freight tracking

“Empty” container labels

On-site orders for special services – forklifts etc.

Move-In

Indoor Move-In Requirements

Exhibitors are strongly encouraged to complete the **Indoor Move-In Requirements Questionnaire**. The information on this form will help to ensure your move-in process runs smoothly, and help us to better understand your exhibit needs. Please submit this form to cintialutz@dmgevents.com by May 12, 2017.

Once you have filled out the questionnaire or survey, send your completed questionnaire or form to:

Event Management

Cintia Lutz

Email: cintialutz@dmgevents.com

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Exhibitor Move-In Schedule

If you used PF Collins to ship your materials you can start moving in as early as Monday June 19, 2017 at 02:00pm.

If you used an alternate shipping contractor, or are hand carrying your materials to the show please adhere to the following scheduled move-in times:



Blue booths: Tuesday June 20, 2017: 08:00am – 06:00pm*

Green booths: Tuesday June 20, 2017: 11:00am-06:00pm*

**You must have your booth displays and equipment installed by this time. Exhibitors are permitted to stay onsite, within their exhibit space, to assemble their booths past 6:00pm. However there is no re-entry into the building. You must remain inside and within your booth space. All aisles must remain clear of any booth materials and exhibitor freight to permit the laying of the aisle carpet.*

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“Last Minute” Move-In (hand carry only)

Wednesday

June 21, 2017

8:00am – 10:00am

All exhibitors may access their booth on Wednesday, June 21, 2017 at 8:00 am to set-up literature, etc. but booth displays and equipment must be installed in the booth no later than 6:00 pm on Tuesday June 20, 2017. Absolutely no dollies will be permitted in the exhibit area after the aisle carpets are laid down at 6:00pm.

As a safety precaution, no one under the age of 16 years is allowed in the exhibit area during move-in, Show days and move-out.

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Freight Handling (No Charge)

Basic (up to 5,000lbs) materials handling with operators and laborers to:
unload freight and deliver to booth

pick up, store and return empty shipping containers

re-load freight for return with your specified carrier

There is no charge for this service during official move-in and move-out days, provided there are no special handling requirements.

Forklift – Special Requisition (Chargeable)

Positioning of displays & equipment in your exhibit, this service is chargeable by Global Convention Services. Please contact them to get a quote and more information.

For all materials handling inquiries contact:

Exhibitor Services Department Global Convention Services Ltd.

PO Box 2329

Saint John, NB E2L 3V6

Tel: (506) 658-0506

Fax: (506) 658-0509

Toll Free: (888) 799-3976

E-mail: info@globalconvention.ca

www.globalconvention.ca

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Empty Containers

“Empty” container labels will be available at the Service Centre during move-in. It is the responsibility of the exhibitor or representative to COMPLETE and AFFIX these labels to the containers. All “empty” containers are inaccessible until the end of the Event when containers are returned to booths in no particular order. Empty crate return takes approximately 4 to 5 hours for completion.

Global Convention Services assumes no responsibility for:
Improper information on labels
Valuables stored in containers marked with “empty” labels

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Clean Floor Policy

FINAL INSTALLATION MUST BE COMPLETED BY 3:00 PM ON TUESDAY, JUNE 20, 2017.

Empty Crate information:

All crates in all buildings and structures must be labeled "EMPTY" for removal by 3:00 pm, Tuesday June 20, 2017. Crates not labeled "EMPTY" at this time will be removed regardless of status.

All cardboard, fiber cases and access storage items must be labeled and ready for removal by 3:00 pm, Tuesday June 20, 2017 in all buildings. All aisles must be 100% clean of product, ladders, gang boxes, or any other items that may impede the final aisle clean up and installation of aisle carpet by this time.

Labour and equipment charges will apply if this policy is not met.

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Move-Out

Indoor exhibitor material must be cleared by **10pm, Thursday June 22, 2017**. Exhibitor material not cleared by the time designated will be removed at the expense of the exhibitor.

Exhibitor Move-Out Schedule

The Show officially closes at 04:00pm on Thursday June 22, 2017. For the safety of our visitors, we ask that exhibitors wait for 30 minutes after the Show closes before beginning to tear down their exhibit to allow time for the visitors to vacate the area. No dismantling, removal or packing of exhibits is permitted before this time.

Schedule

Thursday

June 22

04:30pm – 10:00pm

Event Management urges exhibitors to remove valuables, small cartons and open cases of products from the show area immediately after the close of the Show. While Event Management will take all the reasonable security measures to safeguard exhibits, it assumes no responsibility for loss of, damage to, or theft of property of exhibitors howsoever caused.

As a safety precaution, no one under the age of 16 years is allowed in the exhibit area during move-in, Show days and move-out.

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Targeted Empty Return

To better serve our exhibitors, **Global Convention Services** will institute a targeted empty return schedule.

Empty Container Return Schedule:

On June 22, 2017, cardboard boxes and fiber case return will begin at approximately 04:30pm after visitors vacate the aisles. Please be patient as **Global Convention Services** returns your crates.

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Getting your material to the show

When shipping your booth materials to the Show you can use **PF Collins** or your preferred supplier.

Using PF Collins

You may ship to the Advance Receiving Warehouse (recommended), or direct to Show site with the official shipping and customs contractor – PF Collins. For more information on the benefits of using PF Collins, please refer to the following Shipping & Customs Information.

Benefits:

Your freight will be moved into the building in advance of general freight

Avoid offloading wait times

Just show up! You will have more time for display set up because your freight will be placed in your booth before scheduled move-in begins

Free storage 30 days prior to Show move-in

Representative on Show site during move-in hours, Show hours, and move-out hours

If you wish to utilize this service, please complete the PF Collins order form found below either fax or email it to:

Tel: 709-726-7596

Fax: 709-726-7590

Email: exhibition.freight.group@pfcollins.com

SHIPPING & CUSTOMS

PF Collins is the official freight forwarder, customs logistics provider and advance receiving warehouse contractor for **Atlantic Canada Petroleum Show 2017**

PF Collins will make all of the necessary arrangements for transportation to St. John's, customs clearance, delivery to Show site and any subsequent onward shipments from the close of the Show to your final destination. All exhibitors, stand builders and suppliers for this event expecting shipments to arrive at the Show should carefully note the following instructions and information.

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Getting your material to the show

Use your own freight carrier

If you are not utilizing the services of PF Collins you may ship directly to Show site. Shipments to Show site will only be accepted during your designated time slot. Please refer to the **Inbound Freight Target Schedule** found in **Exhibitor Move-In & Move-Out** for the time your carrier has been assigned for unloading. All shipments direct to Show site must be consigned and labeled as follows:

ACPS 2017

Booth Number

Mile One Centre

50 New Gower Street - St. John's, Newfoundland - A1C 1J3

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ADVANCE RECEIVING WAREHOUSE (Chargeable)

If you are utilizing a carrier other than PF Collins, advance shipments to PF Collins warehouse will be accepted and stored up to 30 days prior to the show move-in and delivered to the show site. Extra charges will apply, please contact PF Collins for a quote.

If you wish to utilize this service, please complete the PF Collins order form found below either fax or email it to:

Tel: 709-726-7596

Fax: 709-726-7590

Email: exhibition.freight.group@pfcollins.com

Make out the bill of lading and consign as follows:

Name of Exhibiting Company

ACPS17

Booth Number

PF Collins

275 East White Hills Road, St. John's, Nfld.

GOODS ARRIVING AT THE WAREHOUSE WITHOUT THE ORDER FORM BEING COMPLETED AND SUBMITTED MAY BE REFUSED

Advance Warehouse

First Receiving date May 21, 2017

Last Receiving date June 15, 2017 (NOON)

[DOWNLOAD FORM](#)

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SHIPPING DIRECT TO SHOW SITE

Direct delivery shipments to the show site will be accepted on the designated move in days only. Freight that arrives at Mile One Centre before the designated move in dates will be refused and sent back.

Make out your bill of lading and consign as follows:

Name of Exhibiting Company

ACPS 2017

Booth Number

Mile One Centre

50 New Gower Street - St. John's, Newfoundland - A1C 1J3

All inbound shipments must be prepaid, labeled and accompanied with a bill of lading.

If shipping from outside of Canada, please notify PF Collins at (709) 726-7596.

All inbound shipments consigned to ACPS 2017 must move with complete third party billing instructions or as a prepaid shipment, as neither the material handlers nor the exhibit facility will accept collect shipments.

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OUTBOUND SHIPPING AT CLOSE OF SHOW

PF Collins will prepare all required documentation for the export of your goods from Canada. PF Collins must be notified if you require U.S. Customs clearance by a specific broker. Any goods that remain in Canada that were entered under the temporary importation regulations will be entered on a consumption entry and the exhibitor is responsible for all duties and taxes assessed by Canada Customs.

Under no circumstances are any goods that were entered into Canada under the provisions of the temporary importation regulations to be removed from the exhibition site without the permission of our company. Any and all goods removed without permission will be subject to full duties and taxes.

Special note to U.S. Exhibitors

The FCC and FDA regulates the importation or re-importation of items which emit radio frequencies (televisions, radios, computers, communications equipment). An FCC & FDA form must be completed in order for these items to be re-imported into the United States. Our representatives will determine whether you require these forms prior to the exportation of your goods from show site and will assist you in the completion of same.

Any items made of textiles will require a Textile Declaration to allow the goods to be re-imported into the United States. Our representatives will determine whether you require this form and will assist you in the completion of same.

PF Collins will provide the exhibitor utilizing us with outbound shipping labels. It is the exhibitor's responsibility to ensure that the goods are packed and labeled. Previous shipping labels must be removed. PF Collins, Show Management nor the material handling supplier accepts no responsibility for misdirected shipments due to old shipping labels.

Exhibitors using PF Collins for the return shipment of their materials must pack and label all goods. Please leave the goods in your booth space and our staff will ensure that they are removed from show site by the appropriate carrier.

Exhibitor using PF Collins for outbound freight shipments are guaranteed no waiting time charges at show site. This does not include if you are using them for customs and your own carrier.

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What's included with indoor exhibit space cost

Indoor Exhibit Space includes:

Includes: Floor space, standard booth carpet, draped display booth, basic onsite materials handling to booth (up to 5000 lbs., except for specialty work), crate storage during the show and 24-hour roaming security.

Equipment & services not included

The following are examples of items not included in the exhibitor's package: *Additional booth furnishings (Tables, Chairs), electrical connections, Advance receiving, Special in-booth handling, Exhibitor signage/ Custom graphics, In-booth security, Liability insurance, Telephone lines and units, Booth décor such as plants, Audio visual equipment rentals, Computer rentals, Shipping & customs brokerage, Customized booth design, Sponsorship or advertising, Parking, Internet connections*

On-site Assistance & Contractors

Event management Show Office

Event Management will maintain a Show Office at the facility for any questions or assistance you may need. To contact Event Management prior to the Show send emails to cintialutz@dmgevents.com

Service contractors

Service contractors will have service personnel on-site during move-in, Show hours and move-out.

Include:

Information about service/equipment

Order forms for all equipment & services

Contact information for each contractor/service

Quick list of suppliers:

- Booth Decoration: Global Convention Services
- Material handling: Global Convention Services
- Electrical: Global Convention Services
- Catering: Mile One Centre
- Rigging: Mile One Centre
- Security: Mile One Centre
- A/V / Tech Rentals: Eastern Audio
- Shipping: PF Collins
- Lead Retrieval: DE Systems
- Temp Staff: Newfoundland Personnel

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Booth Decoration

Global Convention Services is the official Show decorator, responsible for:

Furnishings & Specialty Furnishings

Rental Exhibits & Accessories

Display Equipment

Special Materials Handling

Labour Services

Custom Graphics and Signage

Booth Cleaning

For a list of furnishings and prices or to order please click on the link below:

Contact

Global Convention Services Ltd.

Exhibitor Services Department

PO Box 2329

Saint John, NB E2L 3V6

Tel: (506) 658-0506

Fax: (506) 658-0509

Toll Free: (888) 799-3976

E-mail: info@globalconvention.ca

www.globalconvention.ca

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A/V

Does your booth display need audio and/or visual equipment to showcase your products/services? You can rent equipment / order internet and/or telephone services to enhance your display. **Eastern Audio Ltd** offers a variety of AV equipment for rent. Click on the link below to view rentals and pricing options.

Contact

Eastern Audio Ltd.

Greg Burt

5 Waterford Bridge Road,

St. John's, NL A1C 5M3

Tel: (709) 722-0864

Toll Free: (800) 640-4691

Fax: (709) 722-8114

E-mail: info@easternaudio.com

www.easternaudio.com

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Electrical Services and Lighting

Exhibitors requiring electrical connections must obtain these services from **Global Convention Services**. For more information on electrical requirements and to view prices contact Global Convention Services.

Electrical equipment approval

All electrical connections, installations, assemblies, motors or any electrical operating gear must be CSA, or Electrical Safety Authority approved. It is, therefore, the responsibility of each exhibitor to ensure that all electrical equipment in, on, or about his booth comply with the regulations. This includes electrical merchandise as well as lighting and display equipment.

Contact

Global Convention Services Ltd.

Exhibitor Services Department
PO Box 2329
Saint John, NB E2L 3V6
Tel: (506) 658-0506
Fax: (506) 658-0509
Toll Free: (888) 799-3976
E-mail: info@globalconvention.ca
www.globalconvention.ca

Hanging material

Any hanging material must be done through Mile One Centre. For more information about service and prices, please contact Mile One Centre.

Contact

Mile One Centre

Tara Lynch

Event Logistics Manager
50 New Gower Street
St. John's, NL A1C 1J3
Tel: (709) 758-5484
Fax: (709) 576-8467
Email: taralynch@mileonecentre.com

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Exhibitor Liability Insurance

Event Management, Event Sponsors, Show Contractors, nor Mile One Centre are responsible for injury to persons, loss or damage to products, exhibits, equipment, or decorations by fire, accident, theft, or any other cause while in the Event buildings or their environments.

As per your contract with dmg::events insurance is mandatory and already included in your contract, commencing on the first move-in date and terminating on the last move-out date.

If you have any concerns please contact your sales representative at dmg::events.

INSURANCE SPECIFICATIONS

dmg :: events (Canada) Inc. and **Mile One Centre** listed as an additional insured.

Dates of the show: **ACPS17 – June 19 – 22, 2017** (includes move in and out dates)

Comprehensive General Liability of \$2,000,000

Bodily Injury and Property Damage Liability subject to a maximum \$1,000 Deductible.

Products and Completed Operations Liability

Contingent Employers Liability

Broad form Property Damage

Cross Liability clause

Severability of Interest Clause

CERTIFICATE HOLDER:

dmg :: events (Canada) Inc.

302, 1333 - 8 Street SW

Calgary ▪ Alberta ▪ Canada ▪ T2R 1M6

Your understanding and compliance with this requirement, is greatly appreciated and we thank you for your effort in ensuring the well being of everyone.

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In Booth Security

Basic security on a roaming basis is provided and on site during move in, shows hours and move out. However if you require more security to be stationed at your booth, you can order extra security services through **Mile One Centre**. For more information please contact them directly.

Internet

Free wi-fi is available in the venue. Wi-fi is not reliable for product demonstration or presentation, please contact Mile One in order to rent a dedicated line. More info in the button below.

Contact

Mile One Centre

Tara Lynch

Event Logistics Manager

50 New Gower Street

St. John's, NL A1C 1J3

Tel: (709) 758-5484

Fax: (709) 576-8467

Email: taralynch@mileonecentre.com

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Food & Beverage Services

All arrangements for the serving of food and/or beverage must be made through **Mile One Centre** because they have exclusive rights to the provision of food and beverage. Under **no** circumstances will popcorn or peanuts-in-the-shell be allowed in any indoor exhibit space. **Other snacks and beverage items intended for giveaway must be approved by Mile One Centre prior to Event time.** If you wish to take advantage of catering for in-booth service or inquire about other on-site hospitality/reception opportunities, please contact the food and beverage department.

Alcoholic Beverages

Mile One Centre has restrictions for hosting alcoholic beverages at **Atlantic Canada Petroleum Show**. Please make sure you understand the guidelines and are familiar with these restrictions. Alcoholic beverages cannot be offered during the Show without prior approval from the Governing Gaming & Liquor Commission and **Mile One Centre**. If your plans included the service of alcoholic beverages from your booth location, all arrangements must be made through **Mile One Centre**. Contact **Mile One Centre** for more information for serving alcoholic beverages.

Non-Alcoholic Beverages

Exhibitors wishing to bring and provide visitors with complimentary non-alcoholic refreshments may be required to pay **Mile One Centre** a "rights fee". Your company logo must be placed on these beverage containers. All other beverages must be purchased through **Mile One Centre**. For more information on the regulations of catering services and pricing options at **Mile One Centre** contact the directly.

Contact

Mile One Centre

Darren Hazlie
Food and Beverage Manager
Office: (709) 758-5433
Cell: (709) 689-5491
Fax: (709) 576-8467
dhazlie@mileonecentre.com

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Lead retrieval (visitor tracking)

Event Management provides all visitors and conference delegates with barcoded badges. These badges can be scanned by you with a special scanner that is available to all exhibitors on a rental basis from **DE Systems, the Official Event Lead Retrieval contractor**. Use of these scanners will significantly speed up the process of lead capture for post-event follow-up. For more information and to view prices or to order, Click on the Order Now button:

Due to changes to privacy legislation, Event Management is prevented from releasing the registered delegates list to exhibitors. With this in mind, exhibitors may wish to take advantage of lead retrieval services.

Contact

DE Systems

Michelle Rosales-Dugas
2212 Gladwin Crescent, Unit C6
Ottawa, ON K1B 5N1
michelle@desystems.com
desystems.com

Main 613.723.1166 ext. 212
Cell 613.983-1018
Fax 613.723.8756
Toronto 905.696.0092

ORDER HERE

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Temporary staff

Newfoundland Personnel will be able to help to hire temporary staff for your booth.

Contact

Kristina Kearney

Account Manager/ Recruiter

Newfoundland Personnel Inc.

Office: 709.579.3400 ext 5508

Cell: 709.685.7336

nfpersonnel.com

kkearney@levert.ca

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- Not using the official freight forwarder
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- Outbound

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Rules & Regulations

Exhibitors agree to abide by all rules and regulations at Atlantic Canada Petroleum Show by virtue of signing the Exhibitor Contract. Please read the following sections carefully:

Floor Covering: Event Management attaches the utmost importance to the appearance of the Show. Carpet or suitable floor covering is required in all indoor booths. Carpet is included in your Exhibitor Contract. To order specialty carpet, contact **Global Convention Centre**.

Damage to Property: Damage to the facility (Mile One Centre) caused by an exhibitor will be paid for by that exhibitor. Do not paint, tape, nail, screw, drill or tack anything to the walls, columns, floor or ceiling of the building, adjoining displays or the official contractor's display materials.

Booth Staff & Operations: Exhibitors must ensure a fully staffed booth during Show hours. Moving in or out or dismantling will not be permitted during Show hours. From June 21-22, 2017 any equipment movement must be approved and arranged by Event Management. **There are absolutely no forklifts or dollies allowed on aisle carpet.**

Exhibitors will also be expected to keep all displays and equipment within their designated space and not in the aisles. Exhibitors are specifically prohibited from employing any type of attraction that, in the opinion of the organizers, detracts from the professional nature of the Show.

Soliciting of business and/or distribution of samples and souvenirs **must be confined to exhibitor's own space**. Exhibitor literature found in empty booths, aisles or registration areas will be removed and disposed of.

Atlantic Canada Petroleum Show has established the following rules and regulations for all exhibitors to ensure that any featured equipment, presentations, demonstrations, simulations or devices producing noise or odors, shall not disturb neighboring exhibitors or visitors of the

Show:

- Any equipment, presentations, demonstrations, simulations or devices producing noise or odors that disturb neighboring exhibitors or visitors will not be tolerated.

- All noise originating from an exhibit must be set at a reasonable level at all times and shall not exceed 60 decibels (Indoors) and 85 decibels (outdoors).

- Any complaint(s) of excessive noise originating from an exhibit, reported to Show Management, will be pursued and assessed. If assessed to be disturbing or disruptive, the exhibitor will receive one (1) written warning and be asked to reduce the noise level immediately.

If after one (1) warning by Show Management, the offending exhibitor does not reduce the level of sound, Show Management, at its discretion, may elect to shut off the power to the offending portion of the exhibit. The exhibitor will be responsible for any charges related to this action.

- Any speaker(s) or sound equipment within an exhibit must be positioned to minimize the amount of noise or distraction towards aisles and neighboring exhibits.

- Any audio or visual productions being played within an exhibit must be positioned to minimize the amount of noise or distraction towards aisles and neighboring exhibits.

- No singing, dancing, use of musical instruments or other types of live performances, presentations, demonstrations or simulations are permitted to occur at the show without expressed written permission from Show Management.

If you have any questions related to your exhibit, please contact Cintia Lutz with Event Management at cintialutz@dmqevents.com.

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Fire Regulations

The owner and operator of an exhibiting booth must comply with all regulations and codes as applicable to their operation.

Inside Tents

Booths that include tents, canopies and/or other structures inside a building shall not be constructed with any roof, ceiling or other obstruction larger than 27.9m² (300sq.ft.) without written approval of the City of St. John's Fire Department.

Booths that include tents, canopies and/or other structures inside a building having between 9.3m² (100sq.ft.) and 27.9m² (300sq.ft.) of roof, ceiling or other obstruction shall be provided with a listed single station smoke alarm.

Booths that include tents, canopies and/or other structures inside a building having between 9.3m² and 27.9m² of roof, ceiling and/or other obstruction with a source of ignition shall be provided with a listed single station smoke alarm plus a 2A-10BC fire extinguisher within.

Tents and canopies must be approved for indoor use and have a permanently attached label indicating conformance to CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films".

Minimum of 3m separation is required between each 27.9m² aggregate of tents, canopies and/or other structures on all sides. An aggregate area exceeding 27.9m² shall not be permitted.

Decorative material

Decorative material, such as, but not limited to, drapes, theatre curtains, signs, banners, acoustical material, hay/straw, split bamboo, plastic cloth, plastic displays, canvas, cardboard, etc. shall be of non-flammable material, shall conform to CAN/ULC1-S109, "Flame Tests of Flame-Resistant Fabrics and Films", or shall be treated and maintained in a flame retardant condition by means of a flame retardant solution to ensure that the material will pass the match flame test in NFPA2 705, "Field Flame Test for Textiles and Films." Plastic cloth and certain other plastic materials, tar-paper, nylon, oilcloth, etc. cannot be rendered flame retardant and are prohibited. Any decorative material may be subject to testing. Materials in violation shall be immediately removed from the building.

Combustible materials that are 10mm (3/8 inch) or more in thickness or glass may be used without flame retardant treatment. Exception: Paper, cardboard or foam products

At the discretion of the **City of St. John's Fire Department** any decorative material may be subject to testing. If any item fails the flameproof testing it may be required to be removed from the building.

Gases

Unless otherwise approved, flammable or combustible and/or compressed gases shall not be used or displayed. Where approved cylinders containing pressed gases shall be protected against mechanical damage and shall be stored on racks or by other accepted devices designed to hold them securely in place. Combustible materials that are 10mm (3/8 inch) or more in thickness or glass may be used without flame retardant treatment. Exception: Paper, cardboard or foam products.

- **Aerosols** – It is permissible to exhibit one pressurized container, not exceeding one pint capacity of each product classified as flammable liquid.

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Fire Regulations

Vehicles:

Event Management must be notified and approval is required prior to arriving onsite

All motor vehicles and/or gasoline powered equipment used for the purpose of display indoors shall comply with the following:

- Protective floor covering must be installed under each vehicle
- 1/8 of a tank of gas, gas cap taped. Fuel tanks are to be equipped with a lock-on type gasoline cap or sealed in an approved manor. Adding or removing fuel on site is prohibited (must be done outdoors)
- Vehicles shall not be started or operated within any assembly building during show hours
- Keys must be removed from all vehicles but kept with someone that will be in the booth at all times. If this person has to leave a business card by the vehicle front window must be left.
- Vehicles, boats, RV's, trailers and similar exhibited products having over 9.3m² of roofed area shall have a listed single station smoke alarm installed
- Vehicles, boats, RV's, trailers and similar exhibited products between 9.3m² and 27.9m² of roof area, with a source of ignition, external power or vehicle batteries still connected, shall have a listed single station smoke alarm installed and a 2A-10BC fire extinguisher.
- Vehicles fuelled by LPG/LNG are not permitted on the exhibit floor
- A propane-fuelled vehicle may be parked indoors provided there are no leaks in the propane system and the tank is not filled beyond its maximum permitted density. This vehicle shall have the shut-off valve closed and secured to prevent tampering. **Special conditional permission must be obtained prior to the vehicle entering the building.**

Storage:

All storage shall be kept in allocated areas. No empty cardboard containers are permitted to be stored in the booth space. Exits and aisles surrounding the booth space shall be clear and free of obstructions.

Electrical:

All electrical appliances, electrical cords and electrical connections shall comply with the following Electrical Codes listed below:

All electrical fixtures and appliances must be approved and carry the appropriate ULC or CSA3 listing:

Three wire (grounded) cords shall not be plugged into two (2) wire extension cords

Extension cords shall not run under carpets/rugs unless designed to be used in these locations

There shall be a sufficient clearance from lights or other heat sources to any combustible or display materials to prevent any possible ignition or heat damage (melting)

All electrical plugs, cords shall be free from defects. Only listed electrical devices and cords shall be allowed

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Safety regulations

The Occupational Health and Safety Board in conjunction with **Mile One Centre** require the adherence to safety requirements governing exhibits and displays. Failure to comply with the fire and safety regulations could mean that your booth could be shut down. Please read the Fire & Safety Regulations.

Employers operating in **St. John's** must comply with the Occupational Health and Safety Act, Regulation, and Codes as applicable to their operation. Further information can be obtained from <http://www.gs.gov.nl.ca/ohs/>

FAILURE TO COMPLY WITH OCCUPATIONAL HEALTH & SAFETY REGULATIONS COULD MEAN THAT WORK ON SETTING UP YOUR BOOTH CAN BE SHUT DOWN.

Personal Protection Equipment requirements

During move-in and move-out of the **Atlantic Canada Petroleum Show**, the exhibition floor is considered to be a "work-site environment". Therefore, all contractors and/or exhibiting companies working within the environment must adhere to all of the legislation contained within the Occupational Health & Safety Code of the **Government of Newfoundland and Labrador**.

On a daily basis, contractors and/or exhibiting companies are each expected to properly assess any hazard(s) to their workers and ensure that all staff are wearing the appropriate personal protective equipment at all times. Please note that Occupational Health & Safety Officers will be onsite to identify violations and enforce the legislations.

In advance of the show, please ensure that your company's on-site representatives and staff are familiar with the safety code, particularly regarding personal protective equipment.

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Security

Security guards will be on duty 24 hours a day (on a roaming basis only) from the opening of move-in to the closing of move-out. Event Management does not accept any liability for loss or damage to the exhibitor's booth or materials. All property of the exhibitor is understood to remain under the exhibitor's custody and control, whether in transit to and from or within the confines of the exhibit space.

Security tips:

During move-in

Use plain boxes, containers and labels that do not identify the products.

Have adequate personnel present at the booth to receive the shipment and take inventory.

Report any discrepancy in goods received to the shipper immediately.

Ensure you have proper insurance coverage.

Store valuables out of sight.

During the exhibition

Pack small items in boxes out of sight, or remove them from the booth overnight.

Never leave your booth unattended. Samples or briefcases are easily taken.

Computers, media players, projectors, monitors, and other electronic devices are desirable to thieves. They should always be guarded.

Report all security and safety incidents to Event Security or Event Management immediately.

Store valuables out of sight.

During move-out

Protect, secure and/or remove all valuables, small cartons and open cases of products from Show area immediately upon close of the Show. Show Management, Materials Handling or the Venue takes no responsibility of lost or stolen equipment.

Have proper exhibitor identification on all goods.

Remain with your shipment until it is removed from your booth.

Don't leave booths unattended. Many outsiders have access to the booth area during this busy time.

Keep any TV/monitor screens, computer screens or any other electrical equipment in plain boxes, labeled with information that does not identify the product.